



Department of Energy

Washington, DC 20585

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FROM: John LaBarge, SC-32 *Qm2*

SUBJECT: Guidelines for the Annual Work for Others (WFO) Report for the Office of Science Laboratories

DATE: April 25, 2008

In accordance with DOE O 481.1C, Work for Others (Non-Department of Energy Funded Work), paragraph 5k(4)(a), the following instructions are provided for preparing the Head of Field Element recommendation and supporting analysis for the annual Work for Others (WFO) report for the Office of Science (SC) laboratories under your cognizance. For Appendix B, Department of Homeland Security (DHS) Funding Level and Work Activity Description, we are again requiring that you provide a statement identifying whether or not the process you utilize to approve and accept DHS work follows the requirements set forth in DOE O 484.1, REIMBURSABLE WORK FOR DEPARTMENT OF HOMELAND SECURITY.

Please submit your reports to me not later than June 16, 2008. A report is required from each site/field office that anticipates WFO activities at its laboratory in FY 2009.

If you have any questions, please contact me at 202-586-9747 or Marianne Abbott at 202-586-1860.

Attachments



GUIDELINES for the
ANNUAL WORK FOR OTHERS REPORT for the
OFFICE OF SCIENCE LABORATORIES

In accordance with DOE O 481.1C, Work for Others (Non-Department of Energy Funded Work), paragraph 5k(4)(a), the following instructions are provided for preparing the Head of Field Element recommendation and supporting analysis for the annual Work for Others (WFO) program approval for the Office of Science (SC) laboratory under your cognizance.

Management Summary: This section should provide an analysis of the anticipated WFO program at each laboratory (see Appendix A and Table 1 instruction). Please explain any major changes in sponsor's funding levels (+/- \$1M) and the overall sponsor mix from the current year (i.e., FY08) to the planning year (i.e., FY09). Where appropriate, also discuss any major changes in the WFO program that are anticipated for the out years (i.e., FY10 and beyond). Also provide a statement characterizing the adequacy of the laboratory's management and oversight of the WFO program.

Recommendation: Consistent with DOE O 481.1C, this section should present the recommendation of the Head of the Field Element or designee on the laboratory's WFO program plan (i.e., funding level and program mix) for Fiscal Year 2009.

Timing: The report is due to John LaBarge, SC-32, no later than June 16, 2008, and must be approved either by the Head of the Field Element or their designee.

Notes:

- No CRADA work is to be included in this analysis - this includes 100% funds-in CRADA activities.
- All direct funded Department of Homeland Security work will be reported in Appendix B for information purposes only.

APPENDIX A: WFO ACTIVITY DESCRIPTION

Sufficiently detailed descriptions of the laboratory WFO activities, by sponsor, should be included in this appendix. Please include descriptions similar to what you provided last year. *Work for DOD, NASA, EPA, NSF, NRC and HHS/NIH must be separately identified, regardless of funding level.* In addition, each agency providing annually \$1M or more (\$ in Millions – BA) in FY 2007, FY 2008, FY 2009, and FY 2010 should be separately identified, except where any classification or sensitivity makes this prohibited. Work for all other Federal Agencies may be grouped as Other Federal Work. The Federal entities making up this group should be identified in the discussion with a brief explanation of work effort. Work for non-Federal organizations may be grouped in a single category. The types of non-Federal organizations making up the group should be defined in the discussion and individual significant efforts should be identified. Total Laboratory Operating funding should be identified in the funding profiles.

Table 1: WFO FUNDING BY SPONSOR (\$ in Millions – BA)

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
NSF				
NRC				
DOD				
HHS/NIH				
NASA				
EPA				
Other Federal Agencies				
Private Industry				
All other Non-Federal				

Total WFO Funding:

Total Laboratory Operating Funding:

**APPENDIX B: DEPARTMENT OF HOMELAND SECURITY (DHS) FUNDING
LEVEL AND WORK ACTIVITY DESCRIPTION**

FY07 FY08 FY09 FY10

DHS Funding (\$ in Millions – **BA**):

For information purposes, provide the above funding table and a narrative summary describing the DHS direct funded work in a format similar to that provided for WFO. This information is requested to maintain an awareness of direct funded DHS work. Please note that approval of laboratory WFO funding level and program mix will not include DHS work, nor will DHS work be included in calculating WFO as a percentage of laboratory operating funding. *Provide a statement as to whether or not the process you utilize to approve and accept DHS work follows the requirements set forth in DOE O 484.1, REIMBURSABLE WORK FOR DEPARTMENT OF HOMELAND SECURITY.*